



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(5003) Staff Services Analyst –
Bureau of State Government
Reporting

Position #:

051-420-5157-903

Salary Range:

\$2,873 – \$4,671

Issue Date:

10/8/2014

Contact:

Sarah Loya, (916) 322-3351

Location:

Accounting & Reporting
3301 C Street, Suite 740
Sacramento, CA 95816

Final Filing**Date:**

October 21, 2014

Application Information:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
ATTN: Sarah Loya
3301 C Street, Suite 740
Sacramento, CA 95816

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

To be considered for this position you must provide documentation that you meet the minimum qualifications. Please include a copy of your degree, transcripts, or detailed work experience on your application. If it is determined an applicant does not meet the minimum qualifications, you may not be considered for the position.

Scope of Position:

Under the general direction of the Accounting Administrator I (Supervisor), the incumbent will provide analytical services associated with state government reporting activities. The incumbent, operating at the first journey level, with a progression of independence over time, learns and performs the full range of duties including, but not limited to the following:

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Review and evaluate agency submitted documents to ensure completeness.
- Log-in receipt of agency reports into the Budgetary/Legal (B/L), Generally Accepted Accounting Principles (GAAP) and Accounts Receivable (AR) Log databases.
- Identify agencies that are late in submitting reports. Monitor and follow-up on delinquent agencies.
- Assist in the daily download of system generated reports.
- Participate in the publication of the SCO Budgetary/Legal Basis Annual Report, California's Comprehensive Annual Financial Report, and other financial reports.
- Assist in the research of various projects including; gathering information for the Governmental Accounting Standard Boards

Please write “051-420-5157-903 SGR” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

(Statewide)

(GASB) implementations and compiling Legislation for New Fund Reviews.

- Assist in the publication process of SCO’s financial reports by reviewing, editing, ordering copies, mailing and maintaining the publication order log.
- Assist the Bureau with other tasks such as filing, sorting, copying, and scanning.
- Some tasks may include standing, bending, typing, and lifting; no more than 25 pounds.

Desirable Qualifications:

- Strong work ethics and habits.
- Ability to multi-task and willingness to learn.
- Ability to communicate effectively.
- Well organized.
- Familiarity with Microsoft Office Suite applications such as Outlook, Word, Excel, Access, and PowerPoint.
- Initiative, tact, and diplomacy.

MISSION:

Protect California's financial integrity while providing transparency and excellent service.

VISION:

Provide stewardship of public dollars while building a forward-thinking culture of continuous improvement and innovation.

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12